

Records
mgr
12/23/70

MEMORANDUM FOR: Chief, Records Administration Branch

SUBJECT : Workload and Project Assignments in Records
Administration Branch

Vince:

1. This note is an attempt to summarize some of the pending action items we have discussed this past week, you may wish to add to this list. Then I would like to get together with you and work out a schedule and a plan of attack on these programs.

a. The subject of an Agency regulation on the Archives program came up again during my program call briefing of the DD/S on Tuesday, 15 December. Mr. Coffey basically agreed with my contention that publishing a regulation as suggested by Col. White will not be the answer to our Archives program. However, since we are still on the hook with Col. White for a regulation on this subject Mr. Coffey feels that we should have something in hand on this subject prior to your next Records Management Board report and prior to the submission of our Program Call. Coffey does not want to send it out for coordination nor should we discuss it with the Records Management Board at this time. I want you and Sully to go through [] comments on the draft proposal you sent us on 15 September and do the best you can to resolve [] comments and questions and give me a new version of your draft that I can show Mr. Coffey. I would like this by 10 January.

b. I presume you will have a draft of your Records Management Board report by early January.

c. I would like you to personally work on the records portion of the Program Call during the next two weeks. Use what we said in last year's call as a take-off point (pay particular attention to the format outlined in this year's Program Call) and work up a draft of what you want to say about the Agency's records management functions of your staff. I don't

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think it need be any longer than what we said last year. However there is a new section that would be in addition to that which would include what we want to say about the Agency Archive program. This should be a separate section that can stand by itself (I don't think we would want to include it in the Records Administration Branch section) and should be identified as a new program. I think all of the staff work that need be done on this is completed and all that I am asking you do is use the basic data that we put into our 10 March memorandum on the Archives Program (DD/S 70-0739) and tailor it to the program call format.

FYI-We will ask for 6 positions in FY-73 and 4 positions in FY-74. I would like to see your draft contribution to the Program Call by 15 January.

d. Regarding action on the microfilm program. I don't think we will have time this next 2 months to take action on all of the responses received from the DD/S offices; however, I would like your thoughts on which ones we should pursue. Also I promised [redacted] that he could see the results of this survey so you might give him a call and let him come down and go through them. I would like to pursue specific actions in the following areas:

(1) Complete the lists of RMO's who have attended the Control Data Corporation Seminar and those full-time RMOs who have not attended but whom you think should attend. Also a list of Chiefs of Registry that we should consider for this training. The purpose of these lists is to determine if it would pay to launch an in-house training program with OTR using [redacted]

(2) Do an analysis and systems study on a 16mm cartridge microform application for the Regulations Control Branch records now in the

Archives. (Jack or Rita should be considered for this action.)

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(3) Provide staff assistance to Commo Registry [] on the proposal for a microfilm application. I think we should take some initiative here and have Oscar go out and lend a hand in this analysis at least to ensure that the paper [] is now preparing on the program contains the data we need for our analysis and approval of the program.

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[] said that Oscar's experience in SIPS will be of great value in this type of analysis (would like to discuss this further with you).

(4) I understand that [] is working on a COM application for Finance computer runs. We should be briefed on this and find out what his plans are in the current status.

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(5) We should consider a pilot microform program on Office of Finance voucher files by at least taking a close look at the Support Directorate vouchers in this collection to determine the volume, type of documents, etc. Maybe we can have PSD do some filming on a pilot bases.

(6) I plan to have Sharon spend a week at Printing Services Division in January 4 through 8 getting trained on the equipment.

End of Memo

Given to []

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